



## REQUEST FOR PROPOSALS HUMAN RESOURCES SUPPORT

The Eliot School of Fine & Applied Arts seeks to contract with a third party to provide Human Resources support.

The [Eliot School](#) is a mid-sized nonprofit with an annual budget of ~\$1.6M, a core full-time staff of ~12 and a corps of 40-80 part-time teachers, aides, and artists. Personnel accounts for ~80% of total expenses. Based in the Jamaica Plain neighborhood of Boston, Mass., we provide art education services throughout Greater Boston and to people who come to our schoolhouse from the city, state, and beyond. More detail may be found at this end of this document.

We are interested in contracting with a firm that can work with the Executive Director and Governance Committee to shape an ongoing relationship, providing the following services and characteristics.

**Please note:** We are also seeking a firm to provide the Eliot School's annual audit. If your firm provides both auditing and HR services, please let us know.

### SCOPE OF WORK

#### Payroll, Benefits, and Logistics Management

- Manage monthly payroll.
- Handle monthly, quarterly and end-of-year 940, W-2, 1099, and other tax reporting.
- Handle onboarding, reporting, offboarding, and ongoing management of health, dental/vision, retirement, and other benefits.
- Manage employee onboarding and off-boarding with regard to paperwork, finances, benefits, time reporting, intro to Personnel Policies/Employee Handbook, etc.
- Manage PTO and other time-based benefits (sick/personal, PFML, unpaid leave, holiday allowances, etc.).
- Keep supervisors on track to complete annual employee reviews and 6-month probationary reviews.
- Review existing payroll app (Gusto) and see if a more affordable, effective alternative would be appropriate.

#### Personnel Support

- Review Employee Handbook/Personnel Policies and help keep them up to date in agreement with current laws, regulations, and best practices.
- Coordinate onboarding and offboarding. Conduct and record offboarding exit interviews.
- Provide a forum for employee grievances and their resolution.

### QUALIFICATIONS

- Experience managing both people and processes.

- Experience with the scope of work outlined above.
- Experience with non-profit clients in the \$1-2MM budget range.
- Ability to work efficiently to manage time and cost.
- Experience working with organizations in process of transformation, weathering COVID and other changes and challenges.
- Expertise and a track record in facilitating improved workplace culture and mediating disputes.
- Demonstrated experience working to support racial equity, accessibility, and justice in Human Resources.

## TIMELINE

- August 5 – Proposals due by 5pm.
- August 8-15 – Proposals reviewed. Top candidates selected. Interviews scheduled.
- August 16-31 – Interviews conducted.
- September 1-9 – References checked. Selection.

## TO APPLY

Please send proposal by Friday, **August 5, 5pm**, to: Abigail Norman, Executive Director – [anorman@eliotsschool.org](mailto:anorman@eliotsschool.org) with HR RFP in the subject line.

Proposals will be graded according to the qualifications listed above in order to select for interviews. Interviews will allow for a back-and-forth, with the expectation that candidates will follow up with an expected cost range.

## MORE ABOUT THE ELIOT SCHOOL

The [Eliot School](#) inspires lifelong learning in craft and creativity for all. Our programs cultivate welcoming environments where people convene across a continuum of age, economic means and backgrounds to build skills, craftsmanship, and community. We sustain connections to communities in Greater Boston and beyond.

~7,000 people (in non-COVID times) engage with us each year. Classes for all ages take place in our schoolhouse and annex, and, for youth, in schools and community centers throughout Boston. Our focus on manual arts includes woodworking/furniture, sewing/fashion/fiber arts, drawing/painting, book arts, and mixed media. Other programs include creative youth development, an annual artist's residency, talks, and events.

The Eliot School staff and board have made explicit commitments to three strategic imperatives: racial equity, artistic excellence, and financial sustainability.

More than half of our students are young people of color in Boston's public schools and community centers. Our staff and board that reflect the diversity of the communities we serve. We are actively taking a thought-leadership role to interrogate racial inequity driven by foundational, structural, and historical issues in the fields of craft and art education. As part of this, we co-lead the national Racial Equity in Craft Peer Learning Group. We believe that imagination and art-making can support questioning, engagement, and recognition of one's power to shape one's world. As we rebuild from the pandemic, we remain committed to our mission – the mandate to serve all.